

# FULBRIGHT FOREIGN LANGUAGE TEACHING ASSISTANT (FLTA) PROGRAM

## Instructions for Completing the 2020-2021 Fulbright Foreign Language Teaching Assistant (FLTA) Program Application

Application: <https://apply.iie.org/FLTA2020>

**Read all instructions carefully before completing the application.**

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### General Information

Prior to starting an application, please complete the following steps:

**Step 1: Learn requirements for submitting an application in BRAZIL** - <https://fulbright.org.br/edital/flta/>

You must make sure you are eligible to apply.

#### **Step 2: Complete the application**

You do not need to complete this application at one time. You can re-enter at any time to edit your application. However, once you SUBMIT your application, you CANNOT make changes to it.

To complete your application correctly, please answer all questions completely and carefully. Review these additional tips:

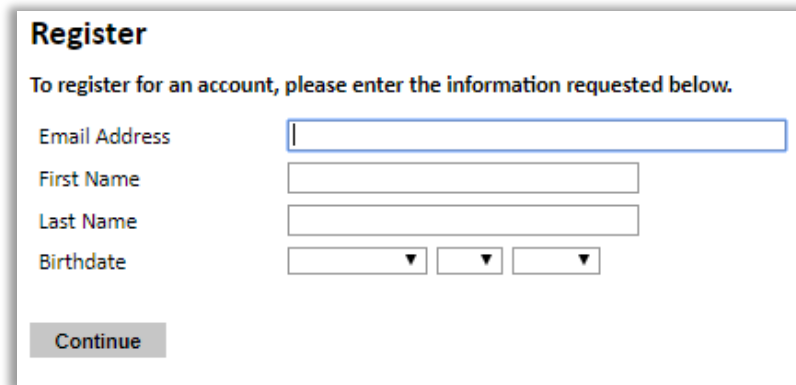
- Use upper and lower-case letters (e.g. John Smith). Avoid using all capital letters (e.g. JOHN SMITH). Do not use special characters, such as accent marks.
- You can copy and paste information into all text boxes.
- Limit your responses to the space provided in all text boxes.
- Prepare required documents and save them in PDF format. It is highly recommended that to preserve any formatting and special characters in your documents, you upload them in PDF format.
- Some questions are “required.” They are marked with an asterisk (\*). You will not be able to submit your application until all required items are complete.
- Type out any essays in Word, and then copy and paste them into the application once they are ready.

#### **Step 3: Submit the application**

Once you have entered all required information, including recommenders, review your application for errors. You can either navigate back through pages by clicking on the menu bar to the left, or you can review the entire application by downloading the PDF on the “Review and Submit” page. If all information is correct, submit your application. Once you submit you CANNOT make changes to your application.

## Creating Your Online Account

1. To start, click *Create an account*.
2. Enter your email address, first name, last name, and select your date of birth (Month-Date-Year) from the drop-down menus. **Your name must be entered exactly the way it appears (or will appear) on your passport.**



**Register**

To register for an account, please enter the information requested below.

Email Address

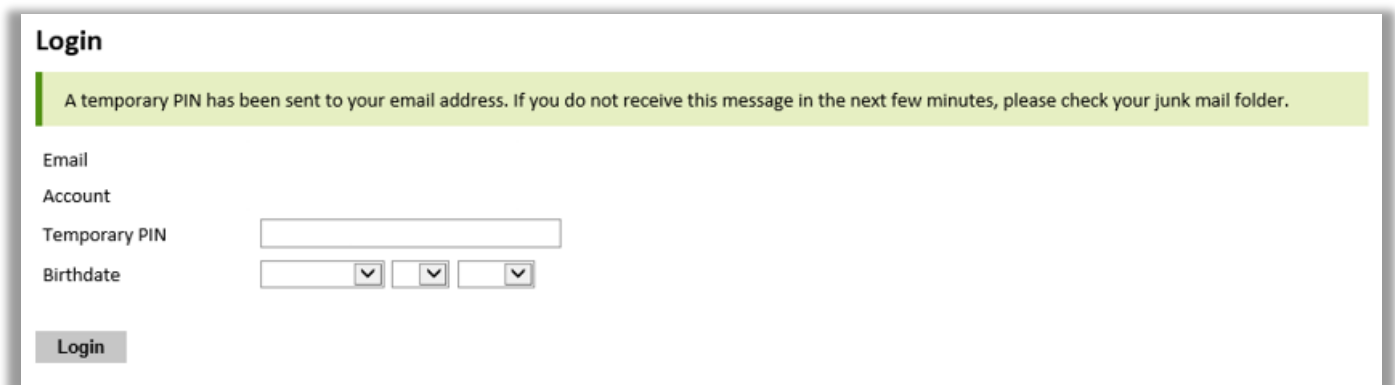
First Name

Last Name

Birthdate

**Note:** Use an email address that you will be able to access for at least two years after submitting your application. This is the email address you will use to log in to your application account. We recommend you do NOT use a work email address if you will not have access to it during your grant in the U.S.

3. Click Continue. You will receive an email from [apply@iie.org](mailto:apply@iie.org) confirming that you have started the application. The email will include a temporary PIN. Follow the instructions in the email to activate your account using the temporary PIN.
4. You will be prompted to enter your pin and then create a password to complete login.



**Login**

A temporary PIN has been sent to your email address. If you do not receive this message in the next few minutes, please check your junk mail folder.

Email Account

Temporary PIN

Birthdate

### Set Password

To protect the security of your account, please specify a new password. The password must meet complexity requirements.

New Password	<input type="text"/>	✗ At least one letter
New Password (again)	<input type="text"/>	✗ At least one capital letter
		✗ At least one number
		✗ Be at least 12 characters
		✗ New passwords must match

5. Returning users: Click *Log in* and enter your email address and password. If you do not remember your password, click *Forgot your password?* and follow the resulting instructions.

## Managing Your Application

### EDITING YOUR APPLICATION PRIOR TO SUBMISSION

1. You may log in at any time to review and edit your application form, upload documents, and enter recommender information.
2. Remember to save your application after completing each page by pressing the *Continue* button at the bottom of each page.

**Note:** The application will automatically log you out after 60 minutes of inactivity, so it is best to save your application frequently.

### REVIEWING YOUR APPLICATION AFTER SUBMISSION

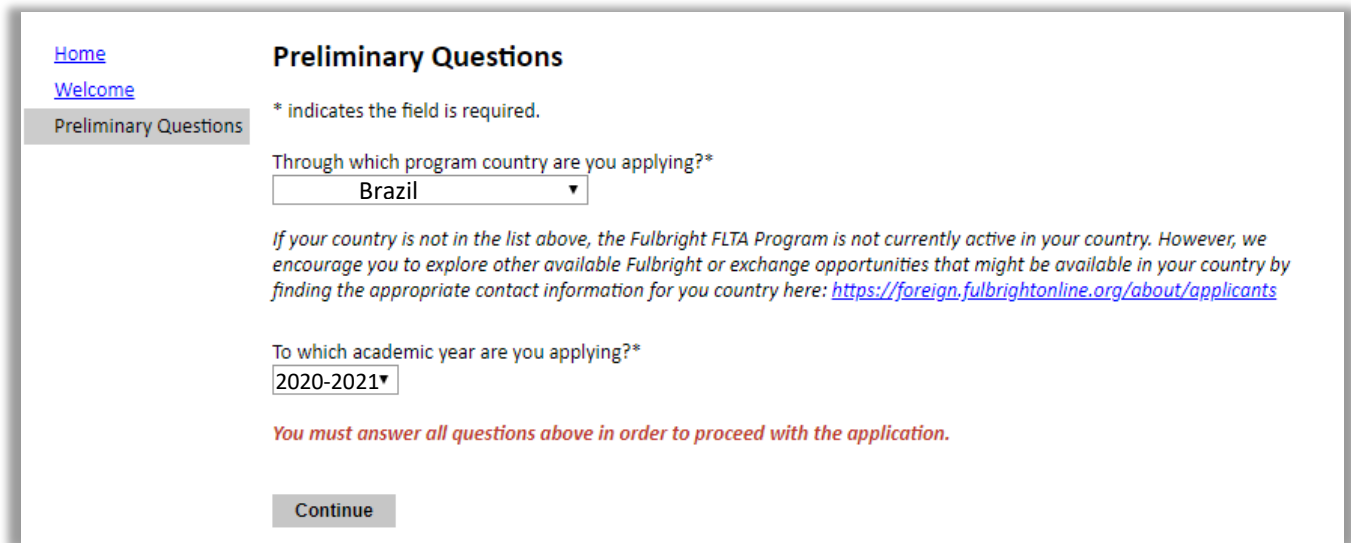
1. After you SUBMIT your application, you CANNOT make any changes.
2. You may continue to log in to your account to view the information you have submitted, save a PDF of your application form, and manage your recommenders.
3. You can manage your recommenders by clicking on the *Recommendations* section of the online application.

### LETTERS OF RECOMMENDATION

1. Letters of recommendation will be submitted directly to Fulbright by the recommenders you registered via your application.
2. Letters of recommendation and language evaluations may be submitted before or after you submit the application.
3. **The deadline to send the letters of recommendation is the same of the call.**
4. If your recommender is unavailable, you will have the option to exclude the recommender and add an alternative after you submit the application.

## Preliminary Questions

These questions address essential program eligibility. All questions are required.



The screenshot shows a web form titled "Preliminary Questions". On the left, there is a navigation menu with links for "Home", "Welcome", and "Preliminary Questions" (which is highlighted). The main content area has the title "Preliminary Questions" and a note: "\* indicates the field is required." The first question is "Through which program country are you applying?\*" with a dropdown menu showing "Brazil". Below this is a paragraph of text: "If your country is not in the list above, the Fulbright FLTA Program is not currently active in your country. However, we encourage you to explore other available Fulbright or exchange opportunities that might be available in your country by finding the appropriate contact information for you country here: <https://foreign.fulbrightonline.org/about/applicants>". The second question is "To which academic year are you applying?\*" with a dropdown menu showing "2020-2021". Below the questions is a red instruction: "You must answer all questions above in order to proceed with the application." At the bottom, there is a "Continue" button.

## Country Information

1. Review all information in this section!
2. Note any country-specific and award-specific instructions for completing the rest of the application, including:
  - a. Country website
  - b. Open application cycle
  - c. Additional required materials

## Data Privacy

1. Carefully review the Data Privacy information.

## Personal Information

Enter all required biographical information.

## Contact Information

Enter all required contact information.

## Academic & Professional Information

This section collects information about your academic and professional background. Prepare and upload documents in PDF format as required (\*). Note any page limits and ensure your documents do not exceed page limits.

## Academic History

1. List all post-secondary educational institutions from which you have received a degree or academic credential. You MUST include any education institutions you are currently attending (even if you have not yet completed your educational program) and estimated date of

graduation/completion.

- a. Click *Add Institution*.
  - b. Type all the information requested.
2. Use the section below to upload scans of all available transcripts from the post-secondary institution you have attended. **Applicants must submit official, complete and certified diplomas + transcripts in Portuguese, covering the entire period of study at universities and other post-secondary institutions.**

### Add Institution

Institution

Country

City


State

Dates Attended  to

Level of Study

### Submit Transcript

Please upload a scanned copy or digital facsimile of your transcript from this institution. You may upload those pages now as a single- or multi-page PDF, or each page as a JPEG or TIFF image file. Your scanned document may be large and may take several minutes to upload depending upon the speed of your connection.

PDF or Scanned Pages  No file chosen 

3. To add additional entries for post-secondary educational institutions, click *Add Institution* and follow the bulleted instructions above.

## Employment History

4. List your current professional affiliation or employer by clicking *Add Employer* under Organization Name.

**Add Employer**

Organization Name

Country

City

State

Telephone

Dates of Employment   to

Starting Position

Ending Position

Description

Reason for Leaving  
(50 words maximum)

- a. To add additional entries for employment history, click Add Employer and follow the bulleted instructions above.

## Exam Scores

This section collects information about standardized test scores that you have taken. The tests for the Foreign Language Teaching Assistant (FLTA) Program is TOEFL or IELTS. Standardized test scores are often required for admission to U.S. institutions.

**ATTENTION: in this page you must upload the TOEFL/IELTS score report.**

**Add Test**

Type

Test Date

## Experience Abroad

- List any travel, study or residency you have had abroad (in any country other than your own) for more than one month. This can include time overseas for education, research, business, vacation, etc.

### Experience Abroad

How many experiences abroad would you like to enter?

1 ▾

#### Experience Abroad 1

Experience Abroad Country 1

▾

Experience Abroad Start Date 1

▾ ▾ ▾

Experience Abroad End Date 1

▾ ▾ ▾

Experience Abroad Description 1

▭

Continue

- If you have more than one trip abroad to enter, click select the appropriate number in the first question and follow the bulleted instructions until all entries have been saved.

## FLTA Information

This section collects information specific to the Fulbright Foreign Language Teaching Assistant (FLTA) Program. Please review country-specific guidance to determine whether you must provide additional information.

## Language Skills

This section collects information about your native language, English language skills, and any additional languages that are relevant to your application.

**Language Skills**

What language are you applying to teach/assist in the U.S.? \*

*If you don't see your language listed above, this means there are no current FLTA Opportunities for your language. For more information, please visit <https://foreign.fulbrightonline.org/about/fulbright-flta>.*

Proficiency in language chosen above \*

Mother Tongue (Native) Language \*

Please rate your overall level of English Proficiency. \*

## Preferences

Using the drop-down menu, select which option you are willing to do in your role as a language assistant on a U.S. university campus. Enter all required information.

**Preferences**

In your role as a language assistant on a U.S. university campus, you are willing to \*

Is there a particular region in the U.S. that interests you?

Candidates for the FLTA program are matched with U.S. colleges and universities of all types (small/large, urban/rural, etc.). The best candidates for the program can be effective in and make the most of any environment.

Is there any college or university type which you would **most prefer**? If you believe you are adaptable, please respond N/A.

Is there any college or university type which you would **refuse** an offer assistantship? If you believe you are adaptable, please respond N/A.

## Teaching Experience

Input the total number of years and months of teaching experience you hold and/or have held in the past.



### Teaching Experience

If you currently or previously held language teaching positions, please quantify your total amount of teaching experience.

Years

Months

### Academic Interests

Input your academic and non-academic interests into the appropriate text boxes.

#### Interests

**ACADEMIC INTERESTS:** The FLTA Program is a non-degree program which offers coursework for enrichment purposes. Select 2-3 areas of academic study that you feel would contribute to your development as a language professional. Please note: the subjects you indicate are not guaranteed should you be selected for the FLTA Program. Topics you select give you an opportunity to express your academic interests.

Academic Interest 1 \*

Academic Interest 2 \*

Academic Interest 3

**NON-ACADEMIC INTERESTS:** Please list any non-academic interests (e.g. sports, music, art, etc.). Include information about your experience in these areas. \*

### Plagiarism Agreement

This section explains the Fulbright Foreign Language Teaching Assistant (FLTA) Program policies regarding plagiarism. Plagiarism in any of your answers to these questions will result in your disqualification from participating in the FLTA program.

### Essays and Objectives

This section collects information about your objectives and motivations for applying for the FLTA program. In addition, you will be required to answer questions regarding your teaching methodologies and techniques, and how you plan to share your culture in the U.S.

## Objectives and Motivations

1. Select *Choose File* and locate the desired file on your computer.

**Objectives and Motivations**

Write a clear and detailed description of your objectives and motivations. Please write a well-structured essay that addresses your background and qualifications for the program, past experiences that have been formative in your personal development, reasons for applying to the program, and how being an FLTA will assist you in achieving your long term career goals. Please do not insert your actual CV or resume in this section. \*

Uploaded objective statements are limited to a maximum of two pages.

No file chosen

## Teaching Methodologies and Techniques and Sharing your Culture

2. Using the space provided, input your responses to the essay questions in the large text boxes.

## Additional Information

Use this section to upload any required or optional additional documentation per your country-specific guidance.

### Resume

1. Upload your curriculum vitae/resumé in PDF format. This is a required document.

**PS: CV in English, no more than three pages.**

**Resume**

Please include a copy of your resume or curriculum vitae \*

No file chosen

### Passport – official document ID photo (RG or CNH)

**PS: If the candidate has already received a J-1 visa, copy of the DS-2019 form and the visa on the passport.**

### Personal Statement, Degrees, Certificates, or other Supplemental Materials

### Memberships, Grants, and Awards

2. Using the space provided, list scholarships, fellowships, academic honors or prizes which you have received.
3. If you are pursuing any other scholarship, fellowship, or employment that would supersede your participation in the FLTA program, you are required to explain. Use the space provided to indicate your response.

## Outreach Survey

4. Complete the Outreach Survey.

## Authorization of Release of Information

5. Select 'yes' or 'no' to indicate your authorization of release of the information you have provided in this application.

## Reference Materials Waiver

6. Select 'yes' or 'no' to indicate whether you waive your right to review the information contained in the evaluations submitted by recommenders on your behalf.

## Recommender Registration

Use this section to register your recommenders. You are required to submit 3 recommendation letters.

Once you register your recommenders, they will receive an automatic email with instructions on completing the online recommendation form. You can track the status of recommendations, send reminders, and add/delete recommenders through this system before **and** after submission of your application.

**PS: you must be aware that the deadline to send the letters of recommendation is the same of the call.**

1. Click *Add Recommender*.
2. Complete all fields in the pop-up form pictured below.

**Add Recommender**

Prefix

First Name

Last Name

Organization

Position/Title

Relationship

Telephone

Email

Note: Use your recommender's institutional or corporate email address. Submissions from anonymous email addresses (Gmail, Hotmail, Yahoo) may be subject to additional review.

Personal message to recommender

3. Click *Send to Recommender* to generate automatic email to recommender.
4. Click *Continue* to save your responses and advance to the next section.
5. Once sent, you will have the option to Edit Recommender information if they have not yet started progress on their response and Save, Send Reminders, and Exclude if you wish to remove the recommender and replace with another individual.

**Edit Recommender**

Prefix

First Name

Last Name

Institution

Position/Title

Relationship

Telephone

Email

Personal message to recommender

Status Sent to recommender on 12/20 at 11:18 AM

## Signature

Certify that the information you provided in the application is true and complete by typing your full legal name in the Signature Box:

In place of your signature, please type your full legal name:

## Review

The application will review the responses entered and will display any incomplete questions and required attachments that are missing.

- If no errors appear, then your application is ready for submission.
- If any errors appear, correct or complete these sections and return to the Review section to determine if your application is ready for submission.

**REVIEW ALL RESPONSES. CLICK SUBMIT**